United Nations Environment Programme

EP

Distr.
LIMITED

UNEP/WG.7/INF.1
31 January 1977

Original: ENGLISH

UNEP Meeting of experts designated by Governments, Intergovernmental and Non-Governmental Organizations on the Ozone Layer

Washington, D.C., 1-9 March 1977

GENERAL INFORMATION

Participation

An invitation has been extended by the Executive Director of the United Nations Environment Programme to the appropriate intergovernmental, governmental and non-governmental organizations to designate experts to the meeting. The United States Government is hosting the meeting.

Headquarters

The headquarters of the meeting and the offices of the secretariat will be located in the International Conference Suite on the first floor of the Department of State Building. Access to the International Conference Suite is through the Diplomatic Entrance at 2201 C Street, N.W.

Registration and Opening Session

Registration of official participants will begin at 8:30 a.m. on Tuesday, 1 March 1977, at the Conference Information Center in the International Conference Suite.

The opening session will convene on Tuesday, 1 March 1977 at 10:30 a.m. in the Loy Henderson Conference Room.

The invited countries, intergovernmental and non-governmental organizations have been requested to submit a list of their designated experts to the UNEP Executive Director.

Passes

Identification passes will be issued at the time of registration and must be shown for entrance into the Department of State Building and should be worn in the building while the meeting is in session.

Arrangements will be made to admit participants into the building for registration.

Secretariat

A list of the principal members of the secretariat with telephone numbers will be available at registration.

Languages

English, French, Russian, Spanish, and Chinese are the official and working languages of the meeting.

Documentation

The documents officer will be located in Room 1318 in the International Conference Suite and will be responsible for the processing and distribution of all documents of the meeting.

Documents processed during the meeting will be distributed at the Conference Information Center in the number and language requested by each delegation. A "Request for Documents" form will be available at registration.

Document procedures will be outlined in a separate document.

Pre-Meeting Inquiries

Administrative questions regarding arrangements for the meeting should be directed to John W. MacDonald, Jr., Office of International Conferences, Department of State, Washington, D.C. 20520, Telephone: Area Code 202 632-0722.

Hotel Accommodations

Requests for hotel reservations should be addressed directly to the hotels or the appropriate diplomatic mission in Washington.

Mailing Address

Mail for official participants may be addressed to the hotels or as follows:

Name
UNEP Ozone Layer Meeting
c/o Office of International Conferences
Department of State
Washington, D.C. 20520

Information, Mail and Messages

During the period of the meeting, receptionists will be on duty at the Conference Information Center to provide general information and

to assist in the distribution of documents, mail and messages. The telephone number for the Conference Information Center is Area Code 202 632-2484/632-2485.

Local Transportation

Taxi service may be obtained by telephone. The larger taxi companies are listed in the yellow pages of the telephone directory under "taxicabs". Most are radio dispatched. When calling for a taxi to or from the Department of State the driver should be asked to proceed to the Diplomatic Entrance at 2201 C Street, N.W.

Taxis cruise on the main streets and stop for passengers when signaled. Taxi stands are located at or near transportation terminals and most hotels.

Visas

Duly invited or designated participants should apply for visas as early as possible.

Weather Conditions during February and March

Normal temperatures in Washington for February and March are:

	February		March	
	F.	C.	F.	C.
High.....	46°	8°	55°	12.8°
Low.....	28.6°	-2°	35.2°	2°
Average.....	37.3°	3.5°	45.1°	7.5°

Normal precipitation for February is 2.45 inches (6.2 centimeters) and in March it is 3.33 inches (8.5 centimeters). The mean number of days of precipitation is 9 days in February and 11 days in March.

Facilities and Services Available in the Department of State

A pamphlet with information on postal, banking, air travel, eating facilities, etc., will be distributed at the time of registration.

- - - - -

United Nations Environment Programme

Distr.
LIMITED

UNEP/WG.7/INF.2
31 January 1977

Original: ENGLISH

UNEP meeting of experts designated
by Governments, intergovernmental
and non-governmental organizations
on the ozone layer
Washington, 1-9 March 1977

GENERAL INFORMATION FOR PARTICIPANTS

No.77-241

CONTENTS

	Page
Cafeteria	1
Bank	1
Health services	1
Government Bookstore	1
Post Office	1
Air travel service	1
Barber shop	1
Valet shop	2
Telephones	2
Local restaurants and hotels	2
Lost and found	2

Cafeteria

The cafeteria is located on the first floor, room 1526 and may be entered both from the south and north sides. Hours of service, Monday through Friday, are as follows:

Breakfast	8.30 a.m. to 9.30 a.m.
Lunch	11.00 a.m. to 2.00 p.m.

Beverages and snacks are also served throughout the day.

Bank

A branch of the American Security and Trust Company is located in room 1440/1442 on the first floor, extension 23192. Hours are 9.00 a.m. to 3.00 p.m., Monday through Friday. Complete banking services are offered, including traveller's cheques, traveller's letters of credit, foreign drafts in US dollars and foreign currency, redemption and sale of foreign currency to the extent available, and air mail or cable remittances to any part of the world. Proper identification (passport or other) is required.

Health services

The health room is located in room 2313 on the second floor of the building, telephone extension 29546. A nurse is on duty from 8.45 a.m. to 5.30 p.m., Monday through Friday. The health room is closed from 12.00 noon to 1.00 p.m. for luncheon. Doctors and hospital facilities will be recommended in case of an emergency.

Government Bookstore

A branch of the Government Printing Office Bookstore is located in room 2817, on the west side of the North Lobby. Hours are 9.00 a.m. to 5.00 p.m., Monday through Friday. The Bookstore is a sales department for Government publications as instituted by US law and there is no free distribution of Government publications.

Post Office

A United States Post Office is located on the second floor in room 2827, adjacent to the North Lobby. The Post Office is open from 8.30 a.m. to 5.00 p.m., Monday through Friday.

Air travel service

Travel service for air travellers - domestic and international - is available at the Combined Airlines Ticket Office in room 1241. This air service, representing the major American-flag airlines, includes information, reservations and itinerary planning as well as the sale of tickets. Reservations may be made in room 1243, and tickets may be obtained in room 1241 from 9.30 a.m. to 5.15 p.m., Monday through Friday.

Barber shop

A barber shop is located in room B-233 in the basement of the building and may be reached by using the elevator at the east end of the South (Diplomatic) Lobby. It is open from 8.30 a.m. to 5.45 p.m., Monday through Friday.

Valet shop

A laundry and dry cleaning facility is located in room B-236, opposite the barber shop. It is open from 8.30 a.m. to 5.45 p.m., Monday through Friday. There is no valet service on the premises; laundry brought in by 9.30 a.m. will be returned to room B-236 by 5.00 p.m. the following day; dry cleaning brought in by 9.00 a.m. will be returned to room B-236 by 5.00 p.m. the same day. Shoe repair service is available through the valet shop. Work is not done on the premises and services normally take two or three days.

Telephones

For the convenience of participants, public telephone stalls are located in corridors 2 and 4 in the Conference Suite; telephone booths are available in corridor 6.

All other telephones in the International Suite are connected to the State Department switchboard. All telephones within the building and certain US Government agencies may be reached by dialing the code number, or Centrex prefix, followed by the extension. Instructions appear in Section 1400 of the State Department telephone directory. To place local and Centrex calls dial 9, then dial the desired number.

To call offices in the State Department from outside the building, dial 63, followed by the extension number. If the extension is not known, dial 655-4000 for information.

Local restaurants and hotels

..... A map of the area surrounding the Department of State is attached. It includes hotels, restaurants and cafeterias as well as public buildings and landmarks.

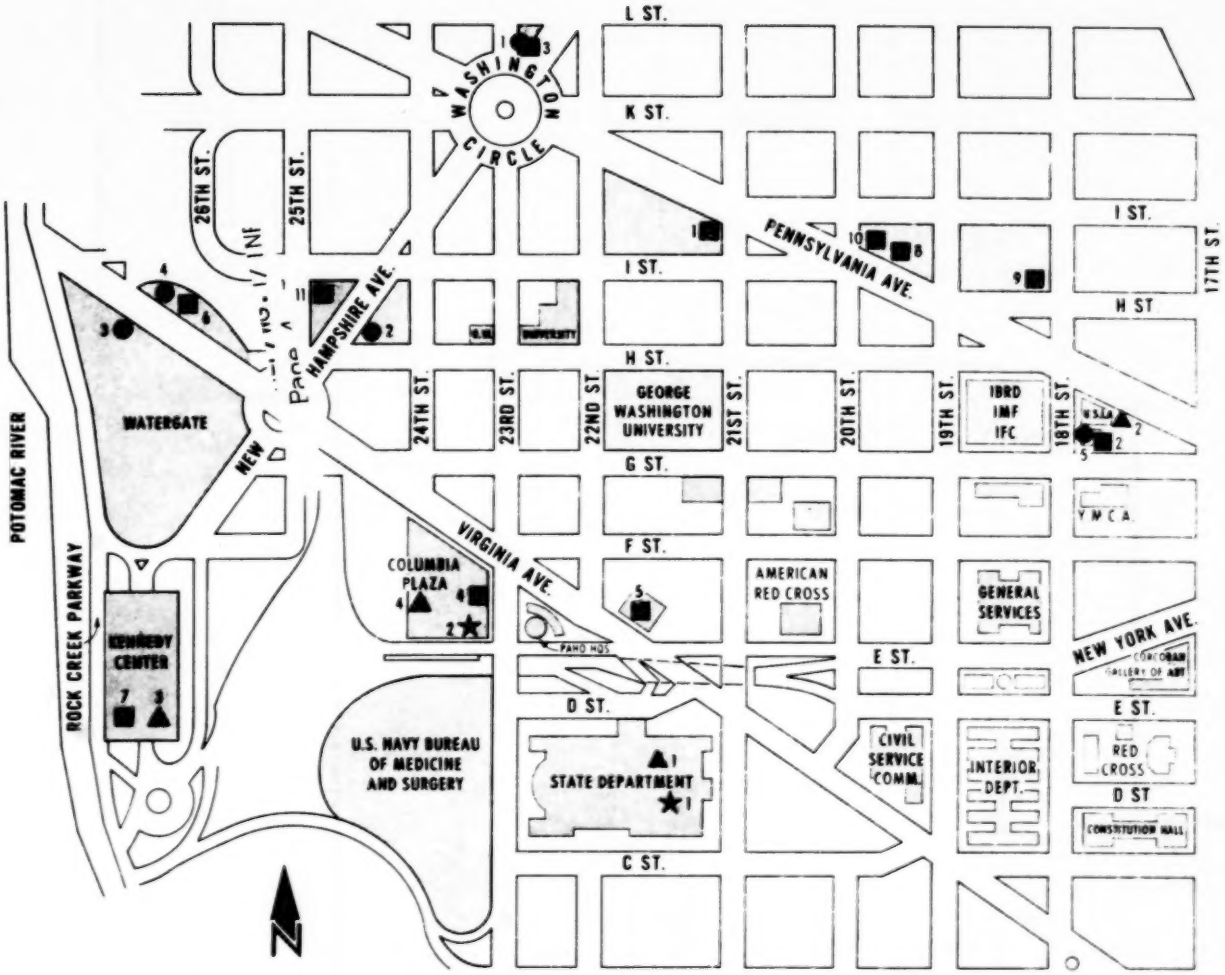
Lost and found

Articles lost or found should be reported to the Conference Information Centre.

- - - - -

Attachments:

1. Map of State Department Vicinity;
2. International Conference Suite Floor Plan.



● HOTELS

1. CIRCLE 1
2. GUEST QUARTERS
3. WATERGATE
4. HOWARD JOHNSON MOTOR LODGE
5. PARK CENTRAL

■ RESTAURANTS

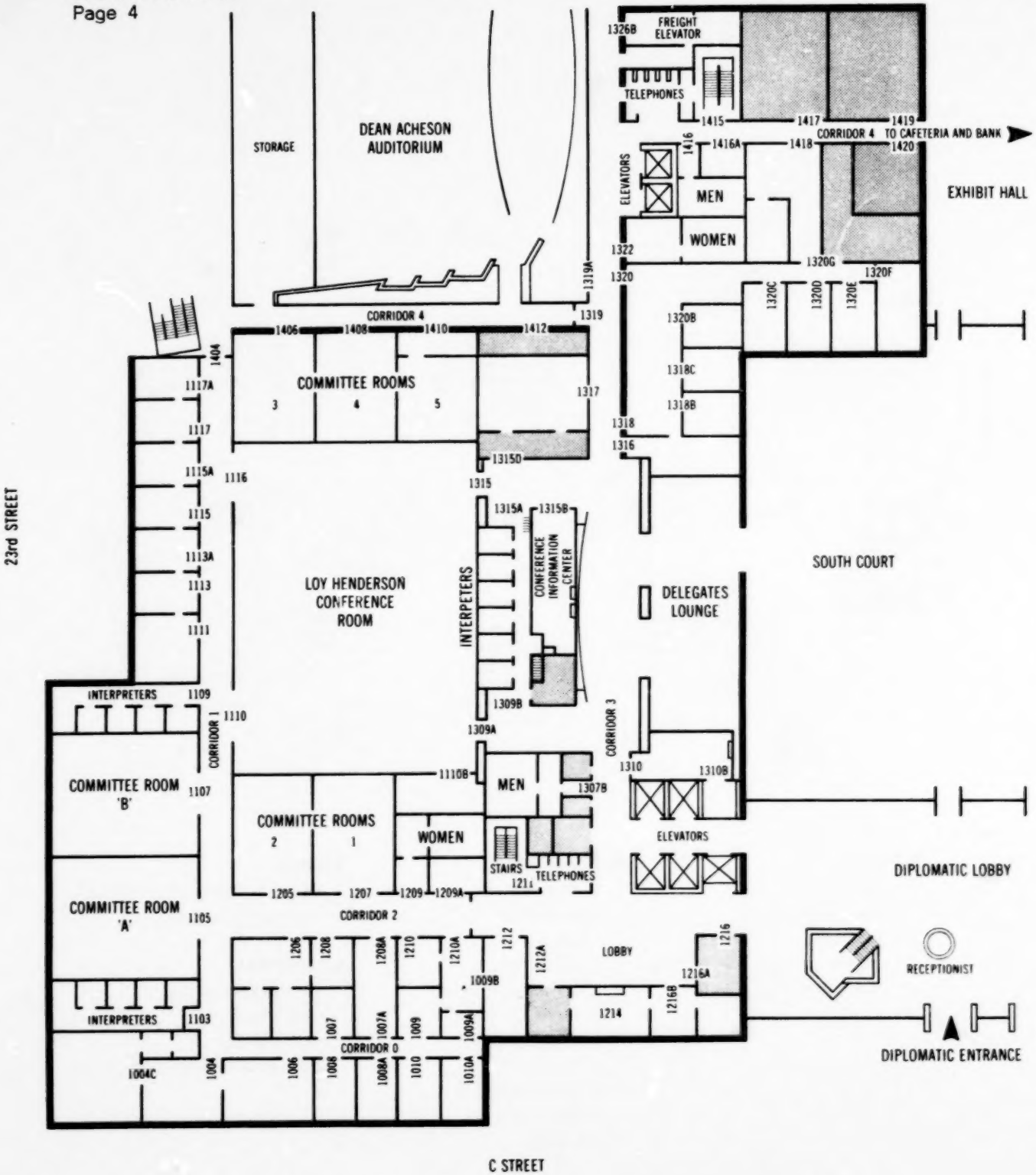
1. ADAMS RIB
2. BLACKIE'S JR.
3. CIRCLE 1
4. GOLDEN TABLE
5. GOVERNER SHEPHERD
6. HOWARD JOHNSON
7. KENNEDY CENTER
8. MARROCCO'S
9. SZECHUAN EAST
10. DOMINIQUE'S
11. INTRIGUE

★ BANKS

1. AMERICAN SECURITY & TRUST CO.
2. UNION FIRST NATIONAL BANK

▲ CAFETERIAS

1. DEPARTMENT OF STATE
2. ALL STATES
3. KENNEDY CENTER
4. COLUMBIA PLAZA OFFICE BLDG



INTERNATIONAL CONFERENCE SUITE